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6 September 1960

MEMORANDUM FOR: Chief, Intelligence School
Chief, School of International Communism
Chief, Operations School
Chief, Language and Area School

SUBJECT : Instructor Workshops

1. [REDACTED] and I have been doing a lot of head-scratching on the general subject of instructor training and the improvement of instructional techniques.

2. We recognize that many OTR instructors have had widely varying degrees of instructional experiences, both from civilian and military life as well as from OTR tours. We further recognize that a formal, 40 hour Instructor Training Course may not be the most adaptable type of training for such personnel due to their extensive and varying backgrounds. We do feel, however, that it is the rule rather than the exception that instructional personnel would accept the opportunity to participate in some sort of workshop session with the objective of refresher training in order to improve, wherever possible, their effectiveness in the classroom. Perhaps, also, the opportunity would be appreciated by some of your instructors to participate in a workshop with instructors from another school who have mutual interests in discussing certain aspects of learning and training as applied to their individual school.

3. With these thoughts in mind we have suggested some sample subjects which one or more workshop sessions might consider:

- a. How can lectures be improved?
- b. The design, preparation, and use of audio-visual aids
- c. Latest techniques in audio-visual education
- d. How to use role playing in instruction
- e. Improvement of discussion sessions in instruction
- f. How to best meet the problem of individual differences in classes

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- g. Techniques of improving class demonstrations
- h. Use of teaching machines
- i. Techniques in evaluating students' progress and achievement
- j. Factors affecting student's rate of learning
- k. Effects of success and failure
- l. Use of case studies
- m. How are lesson plans made and used in the classroom?
- n. What are the considerations in planning a new course or revising an old one?

4. Obviously this list is not complete and should serve only as a sample coverage which might appeal to some instructors. Other subjects covering instruction and training could easily be added upon your suggestion or request. Also, the length of time devoted to any session would be adaptable to the instructors' needs and desires.

5. It is a known fact that there are personnel presently in OTR who are experts in one or more of these subject areas and who could contribute extensively as panel members or resource personnel to certain workshop sessions. Such personnel would be asked to participate in appropriate sessions.

6. I would appreciate it very much if you would give me or [REDACTED] X1A9a your reactions to the above proposals and ideas, your views as to the value of such sessions in improving our general instructional efforts, and whether or not all or some of your instructional personnel would be interested in participating in one or more sessions. You might also care to give us some other suggested topics of coverage which you believe would be particularly appealing to your staff.

SIGNED

[REDACTED]
Chief, Plans and Policy Staff

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